

## Timeline Chart with Responsibilities at a Glance

For Clinical Teachers, this is a suggested timeline and responsibilities should be considered in discussion with cooperating teacher

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
<b>WEEK 1-3</b>		
<ul style="list-style-type: none"> <li>• Observe</li> <li>• Tutor</li> <li>• Assist cooperating teacher with Instructional preparation and delivery</li> <li>• Team-teach</li> <li>• Reinforce and support cooperating teacher classroom management system</li> <li>• <b>Teach a minimum of 1 subjects/areas/periods*</b></li> </ul> <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Clinical Teacher Information Sheet</li> <li>• Complete Teaching Beliefs and Mindset Survey</li> <li>• Submit weekly attendance to cooperating teacher</li> <li>• Lesson Plan 1 due</li> <li>• Complete first teaching observation</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee clinical teacher attendance and performance</li> <li>• Maintain communication with clinical teacher and cooperating teacher</li> <li>• Will conduct scheduled observation/evaluation of clinical teacher</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• 3 Way Conference</li> <li>• Collect Clinical Teacher Information form and Cooperating Teacher Application with Evidence</li> <li>• Observation #1</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Sign clinical teacher Attendance Report weekly</u></li> <li>• Acquaint clinical teacher with scope and sequence of curriculum for semester</li> <li>• Acquaint clinical teacher with lesson planning and curricular goal-setting</li> <li>• Allow clinical teacher to tutor and team-teach</li> <li>• Allow clinical teacher to work with small groups</li> <li>• <b>Allow clinical teacher teach a minimum of 1 subjects/areas/periods*</b></li> <li>• Assist clinical teacher in lesson planning for scheduled observation</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Cooperating Teacher Application with Evidence</li> <li>• Cooperating Teacher Training</li> <li>• Sign Observation #1 and 3- Way Conference</li> </ul>
<p><b>** ** For students in All Levels program assigned to two placements:</b></p> <p><b>Week 1:</b> Observe;                      <b>Week 2:</b> Teach a minimum of 1 period;                      <b>Week 3:</b> Teach a minimum of 2 period</p>		

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
WEEK 4-6		
<ul style="list-style-type: none"> <li>• Tutor</li> <li>• Assist cooperating teacher with instructional preparation and delivery</li> <li>• Team-teach</li> <li>• <b>Teach a minimum of 2 subjects/areas/periods*</b></li> <li>• Reinforce and support cooperating teacher's classroom management system</li> </ul> <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Submit weekly attendance to cooperating teacher</li> <li>• Lesson Plan 2 due</li> <li>• Complete 2<sup>nd</sup> teaching observation</li> <li>• TWS Standard 1</li> <li>• TWS Standard 2</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee clinical teacher attendance and performance</li> <li>• Maintain communication with clinical teacher and cooperating teacher</li> <li>• Will conduct scheduled observation/evaluation of clinical teacher</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Observation #2</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Sign clinical teacher Attendance Report weekly</u></li> <li>• Acquaint clinical teacher with scope and sequence of curriculum for semester</li> <li>• Acquaint clinical teacher with lesson planning and curricular goal-setting</li> <li>• Allow clinical teacher to tutor, work with small group, and team-teach</li> <li>• <b>Allow clinical teacher to teach a minimum of 2 subjects/areas/periods*</b></li> <li>• Assist clinical teacher in lesson planning for scheduled observation</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Observation #1</li> </ul>
<p><b>** For students in All Levels program assigned to two placements:</b></p> <ul style="list-style-type: none"> <li>• <b>Week 4-5:</b> Teach a minimum of 3 periods;</li> <li>• <b>Week 6-7:</b> Teach all periods</li> </ul>		

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
<b>WEEK 7-10</b>		
<ul style="list-style-type: none"> <li>• Team-teach</li> <li>• Assist cooperating teacher with instructional preparation and delivery</li> <li>• Provide small group instruction</li> <li>• <b>Teach a minimum of 3 subjects/areas/periods*</b></li> <li>• Reinforce and support cooperating teacher's classroom management system</li> </ul> <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Submit weekly attendance to cooperating teacher</li> <li>• Lesson Plan 3 due</li> <li>• Complete 3<sup>rd</sup> teaching observation</li> <li>• TWS Standard 3</li> <li>• TWS Standard 4</li> <li>• TWS Standard 5</li> <li>• TWS Standard 6</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee clinical teacher attendance and performance</li> <li>• Maintain communication with clinical teacher and cooperating teacher</li> <li>• Will conduct scheduled observation/evaluation of clinical teacher</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Observation #3</li> </ul> <p>For students in all levels program with two placements:</p> <ul style="list-style-type: none"> <li>• Collect Cooperating Teacher Application with Evidence</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Sign clinical teacher Attendance Report weekly</u></li> <li>• Acquaint clinical teacher with scope and sequence of curriculum for semester</li> <li>• Acquaint clinical teacher with lesson planning and curricular goal-setting</li> <li>• Allow clinical teacher to tutor, work with small group, and team-teach</li> <li>• <b>Allow clinical teacher to teach a minimum of 2 subjects/areas/periods*</b></li> <li>• Assist clinical teacher in lesson planning for scheduled observation</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Sign Observation #3</li> </ul> <p>*Only first placement cooperating teacher (All Levels program) please complete recommendation and PDI</p>
<p><b>** For students in All Levels program assigned to two placements:</b></p> <ul style="list-style-type: none"> <li>• <b>Week 6-7:</b> Teach all periods</li> <li>• <b>Week 8:</b> Observe in your second placement and collect Cooperating Teacher Application with evidence</li> <li>• <b>Week 9-10:</b> Teach 2 periods</li> </ul>		

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
<b>WEEK 11-15</b>		
<ul style="list-style-type: none"> <li>• Assist Cooperating teacher with instructional preparation and delivery</li> <li>• <b>Will teach all subjects/areas/periods for full time responsibility (For at least 1 week period)</b></li> <li>• Reinforce and support cooperating teacher's classroom management system</li> </ul> <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Submit weekly attendance to cooperating teacher</li> <li>• Lesson Plan 4 due</li> <li>• Complete 4<sup>th</sup> teaching observation</li> <li>• TWS 7</li> <li>• Final TWS Due</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee clinical teacher attendance and performance</li> <li>• Maintain communication with clinical teacher and cooperating teacher</li> <li>• Will conduct scheduled observation/evaluation of clinical teacher</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Observation #4</li> <li>• 3-Way Conference</li> <li>• Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Sign clinical teacher Attendance Report</u></li> <li>• <b>Allow clinical teacher to teach all subjects/areas/periods for full time responsibility (For at least 1 week period) *</b></li> <li>• Assist clinical teacher in lesson planning for scheduled observation</li> </ul> <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> <li>• Second Observation of Cooperating Teacher</li> <li>• Recommendation and PDI</li> </ul>
<p><b>*** For students in All Levels program assigned to two placements:</b></p> <ul style="list-style-type: none"> <li>• <b>Week 11-12:</b> Teach 2 periods</li> <li>• <b>Week 13-15:</b> Teach all periods</li> </ul>		